

MASSACHUSETTS HUMAN RESOURCES DIVISION
OPEN COMPETITIVE EXAMINATION **ANNOUNCEMENT NUMBER: 4546**
FIREFIGHTER MUNICIPAL SERVICE
(Amended December 4, 2007)

Examination Date: April 26, 2008 **Application Deadline: March 18, 2008***
Examination Fee \$75

Apply on-line with Visa or Mastercard at: <https://www.csexam.hrd.state.ma.us/hrd/>

***Please note: There will be an additional \$25 dollar processing fee for applications received after this date.**
Applications will not be accepted after April 1, 2008.

DUTIES: Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fire and other emergencies. Firefighter duties may include, for example: connecting, pulling and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities. For a more detailed listing of duties, see the [essential functions of a Massachusetts Firefighter](#).

SALARY: Each jurisdiction sets its own salary for Firefighter positions. Questions about salary should be directed to the appropriate city or town.

AGE REQUIREMENT: As of the printing of this notice, you must be at least age **19 as of April 1, 2008**, to take the examination.

You must also be **younger than age 32 as of April 1, 2008**, to be appointed as a Firefighter in the following civil service municipalities: Acushnet, Arlington, Bedford, Billerica, Burlington, Chelmsford, Dracut, Easthampton, Easton, Haverhill, Hingham, Hudson, Ipswich, Leominster, Malden, Mansfield, Marblehead, Methuen, Milford, Newton, North Andover, North Attleboro, Norton, Norwood, Stoneham, Ware, Watertown, Wellesley, Westfield, West Springfield, and Wilmington.

You must be **younger than age 32 as of April 26, 2008**, (Chapter 31, section 58A of the MGL) to be appointed as a Firefighter in the following civil service municipalities: Andover, Belmont, Boston, Bourne, Canton, Dedham, Falmouth, Fitchburg, Holbrook, Marlborough, Natick, Shrewsbury, Swampscott, Taunton, Westwood, Winchester, Worcester, and Wrentham. Check our website for the most current listing. Candidates seeking appointments in these communities are also subject to the provisions of Chapter 32, Section 5A of the MGL pertaining to medical and physical fitness standards.

There is **no upper age limit** for appointment in the following civil service municipalities: Abington, Agawam, Amesbury, Athol, Attleboro, Beverly, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Clinton, Cohasset, Danvers, Everett, Fairhaven, Fall River, Framingham, Franklin, Gardner, Gloucester, Greenfield, Hanover, Holyoke, Hopedale, Hull, Lawrence, Lowell, Ludlow, Lynn, Marshfield, Medford, Melrose, Milton, Nahant, Needham, New Bedford, Newburyport, North Adams, North Reading, Peabody, Pittsfield, Plainville, Plymouth, Quincy, Randolph, Reading, Revere, Rockland, Salem, Saugus, Scituate, Somerville, Springfield, Stoughton, Tewksbury, Wakefield, Waltham, Weymouth, Whitman, Winthrop, and Woburn. In these communities, as current law requires, candidates will have to meet physical fitness and medical standards and once hired, will be tested regularly during their employment to be sure that they meet certain medical and physical fitness standards. Copies of the [medical standards](#) are available for review at the Human Resources Division (HRD) website, under the [Medical and Physical Standards section](#). Any questions about status changes should be directed to the communities in question.

SELECTION AND HIRING PROCESS

You must take and pass a written examination and a physical abilities test to be placed on the eligibility list for appointment as a Firefighter. You must also take another physical abilities test after you have been given a conditional offer of employment.

Written Examination: The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Firefighter. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to candidates' past history and experience of potential relevance to successful performance of entry-level firefighters. The WSQ is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level firefighters. An *Orientation and Preparation Guide*, which describes the written examination in more detail, is currently available on-line, posted in the [Firefighter Exam Preparation & Appointment Process Information section](#).

Women, minorities, veterans, and people with disabilities are encouraged to apply.

New Entry-Level Test Component: Physical Abilities Test (PAT):

The Entry-level PAT will assess the physical capability of candidates to perform the essential functions of a firefighter's job. Applicants will be notified of how to apply for Entry-level PAT's, which will be administered beginning in July 2008. There will be a separate fee of \$100 for the PAT. A complete description of the PAT and a training guide will be available on our website by April 1, 2008.

Credit for Employment/Experience as a Firefighter: Pursuant to the provisions of section 22 of Chapter 31, individuals may apply to receive credit for employment or experience in the position title of Firefighter. Information on how to apply for this credit will be included with your notice to appear for the examination. On the day of the examination, you will be asked to provide specific details of any employment or experience you have in the examination title as the result of service on a city or town fire force, including dates of service and number of hours worked per week. You must submit documentation supporting these claims. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination, and cannot be added to a failing written score in an attempt to achieve an overall passing score.

Medical Exam: Once a conditional offer of employment is received, candidates must pass a medical examination before they will be allowed to take the final Physical Abilities Test. Some municipalities may also require candidates to pass a psychological evaluation before they are appointed.

Character: A candidate may be disqualified for evidence of character clearly unsuited for fire services. Most municipalities conduct a comprehensive background check prior to appointment.

Job Interview: A municipality may conduct an oral interview prior to appointment.

Driver's License: Most municipalities require you to possess a valid Massachusetts motor vehicle operator's license prior to appointment.

Smoking prohibition: Firefighters hired from the eligible list resulting from this examination are prohibited from smoking tobacco products at the time of and after appointment, pursuant to Chapter 41, Section 101A, of the Massachusetts General Laws.

For further information about other qualifications as they apply to a specific jurisdiction, please contact the city or town directly.

Private school or service: The Human Resources Division does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

CLAIMS FOR PREFERENCE

YOU WILL BE ADVISED AT THE EXAMINATION SITE HOW TO CLAIM ANY OF THE PREFERENCES LISTED BELOW.

VETERANS' PREFERENCE: If you are claiming veterans' preference and if your eligibility for veterans' preference has not been approved before by HRD, you must submit a copy of your DD Form 214 (Release From Active Duty) in order to receive proper credit. Your notice to appear for the examination will indicate whether or not you are already classified as a veteran. Qualifying service must have been in the Army, Navy, Marine Corps, Coast Guard, or Air Force of the United States. Please note that active duty exclusively for training in the National Guard or Reserves does **NOT** qualify you for veterans' preference. **Guard Members** must have 180 days and have been activated under Title 10 of the U.S. Code - OR- if activated under Title 10 or Title 32 of the U.S. Code or [Massachusetts General Laws](#), chapter 33, sections 38, 40, and 41, must have 90 days, at least one of which was during wartime, per the chart below. The Members' last discharge or release must be under honorable conditions.

DEFINITION OF MASSACHUSETTS VETERAN M.G.L. c. 4, sec. 7, cl. 43rd as amended by the Acts of 2004 Effective August 30, 2004: To be a "veteran" under Massachusetts law, a person is required to have either 180 days of regular active duty service and a last discharge or release under honorable conditions **OR** 90 days of active duty service, one (1) day of which is during "wartime" and a last discharge or release under honorable conditions. [A chart defining "wartime" service](#) is available on-line on the [Veterans' Services website](#). Claims for status as a disabled veteran require written confirmation from the US Veterans Administration of a continuing service-connected disability rated 10% or higher. Applicants wishing to claim status as disabled veterans will get the opportunity to claim such at the test site with further instructions to follow. (See Clause 43, Section 7 of Chapter 4 and Section 1 of Chapter 31 of the Massachusetts General Laws for a full definition of a qualifying veteran.)

CURRENT MILITARY PERSONNEL: ALL military personnel who, in connection with current service, **CANNOT** be in Massachusetts on April 26, 2008 should contact the Human Resources Division to request a make up examination. To request a make up, you must file an application and processing fee by the last filing date and request such accommodation in writing, with a copy of your military orders attached. Please include in your letter either your daytime base phone number and/or name and phone number of a Massachusetts resident with whom you are in regular contact.

PREFERENCE FOR THE CHILDREN OF CERTAIN POLICE OFFICERS/FIREFIGHTERS: The son or daughter of a Police Officer or Firefighter employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985.

RESIDENCY PREFERENCE: If residency preference is requested by a municipality, applicants who have resided in that municipality for the entire twelve-month period immediately preceding the date of the examination are entitled to be placed on the eligible list for that community ahead of any non-residents. Applicants who have had a break in residence or have moved from one community to another within the twelve-month period preceding the date of the examination will not be entitled to claim residency preference in any community. Applicants will complete a residency preference form at the test site. Verification of residency will be made by the municipality.

RACIAL/ETHNIC PREFERENCE: Due to a federal consent decree, African-American (Black) and Hispanic applicants are given certification preference in a number of communities, whether or not they are residents of those communities. As of the printing of this notice, the following communities are included in this consent decree: Cambridge, Chelsea, Fitchburg, Framingham, Holyoke, Lawrence, Lowell and Springfield. This list of communities is subject to change. The definition of Hispanic, for the purposes of the decree, includes any person born in a Spanish-speaking country or any person who grew up in a household in which the predominant language spoken was Spanish.

SELECTIVE CERTIFICATION FOR EMERGENCY MEDICAL TECHNICIANS: Many fire departments are responsible for ambulance service in their communities. If a position in a municipality requires that a Firefighter hold Emergency Medical Technician certification at the Basic, Intermediate, or Paramedic level prior to appointment, the local appointing authority may request that competition for that vacancy be limited to persons holding such certifications. On the date of the examination, you will have the opportunity to register as a certified Emergency Medical Technician. Proof of possession of a current certification as an Emergency Medical Technician, issued by the Massachusetts Department of Public Health, Office of Emergency Medical Services must be submitted in order to qualify for this selective certification. Although you may supply this proof at any time during the life of the eligible list, it is recommended that you submit it at the time of the examination so that you do not miss out on a potential opportunity.

SELECTIVE CERTIFICATION FOR BILINGUAL FIREFIGHTERS: If a position in a municipality requires that a Firefighter be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.), the local appointing authority may request that candidates for that position be limited to persons who have such skills. You will have the opportunity at the test site to indicate the foreign language(s) in which you are fluent. You will need to prove your language fluency at the time of appointment.

HOW TO APPLY

You may apply for this examination, using a Visa or Mastercard, on-line at the Human Resources Division website: <https://www.csexam.hrd.state.ma.us/hrd/>. A confirmation number for each successful transaction will be issued to the applicant.

You may also obtain a paper application form, and file it along with the examination-processing fee (or [fee waiver form](#)) in person or by mail at HRD (see address below). Applications and fee waiver forms may also be available at city and town clerks' offices and civil service fire stations across the state. If you mail your application, send all correspondence by certified mail with "return receipt requested," if possible.

EXAMINATION FEE: All paper applications must be accompanied by a money order, certified bank check, or by a completed fee waiver form. The examination-processing fee is **\$75** for applications received by midnight **March 18, 2008**. The fee for applications filed after that date is **\$100**. Applications will not be accepted after **April 1, 2008**. Payment by money order or bank check should be **made payable to the Commonwealth of Massachusetts**. Please print your name, address, social security number, and the examination announcement number on the front of the money order or certified bank check. Payments by Master Card and VISA are accepted when applying via the web site. **NO CASH OR PERSONAL CHECKS.**

FEE WAIVER: The examination fee may be waived for applicants receiving certain state or federal public assistance, unemployment insurance, or workers' compensation. [Fee waiver forms](#) are available from and must be filed with the Massachusetts Human Resources Division, Test Administration, One Ashburton Place, Boston, MA 02108. Fee waiver forms may be downloaded from the [Applicant Forms section](#) of the HRD website. Waiver forms must be accompanied by proof of eligibility, for the subject time period, in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing assistance. If you are claiming a fee waiver, please make sure to fill in item #16 on the paper application.

SPANISH-SPEAKING APPLICANTS: You may take the examination in the Spanish language. If you do, you must, on the same day, take another written examination that tests your ability to read and understand English. If you wish to take the examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination processing fee or fee waiver form.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, fill in the circle in item 15 of the paper application or click the corresponding circle in the on-line application, and include with your paper application letter detailing what type of accommodation you require at the exam site. ***You must also include a letter of support from a qualified professional.*** If you will apply on-line, please forward the letter to HRD. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

IMPORTANT NOTIFICATION INFORMATION FOR APPLICANTS:

Notice to Appear

Notices to appear to the assigned examination site will be mailed to applicants for this examination. You will be able to get a copy of your notice after April 7, 2008 by logging on to the Human Resources Division [Standings and On-line Applicant Record Information](#) system. Please follow the instructions provided: [How to Get a Copy of Your Notice to Appear for an Exam](#).

MAKE-UP EXAMINATION: With the exception of current military personnel who cannot be in Massachusetts on April 26, 2008, no applicant has a right to a make-up examination due to personal or professional conflicts on the testing date.

If you file an exam application by April 1, 2008, but are unable to appear for the exam on April 26, 2008 due to an emergency or unanticipated hardship, you may request a makeup examination by filling a written request with verifiable documentation to HRD no later than 7 calendar days from the original testing date. HRD reserves the right to approve or deny your request. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee of \$75.00 upon approval of your request.

REFUNDS: There will be **NO REFUND** of the examination-processing fee unless the examination is cancelled by HRD.

CHANGE OF ADDRESS: Applicants are responsible for notifying HRD in writing of any change of address after applying for the examination. Applicants may submit changes of address on-line at: <https://www.csexam.hrd.state.ma.us/standings/>, or by sending a written request, including former address, new address, effective date of new address, and social security number to HRD. Failure to keep your records up-to-date may jeopardize opportunities for employment.

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at CivilService@hrd.state.ma.us.

The Human Resources Division's office hours are Monday through Friday, 8:45 a.m. - 5:00 p.m. except holidays. Inquiries may also be made to the Division during these hours at the following numbers:

In the Boston area: (617) 878-9895

Outside the Boston area (within Mass. only): 1-800-392-6178

TTY Number: (617) 878-9762

FAX Number: (617) 727-0399